

# County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide

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## **Background:**

States must track the federal Work Participation Rate (WPR) of families receiving Temporary Assistance for Needy Families (TANF). The federal WPR measures an individual's participation in work activities that lead to self-sufficiency.

Work activities include employment, job search/preparation, community service, education, rehabilitation programs, work experience (including barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services if they are integrated parts of work experience) or other activities that facilitate an individual's entry into the workforce.

MPP 42-714.3

## **Federal WPR Requirements for All Families**

50% of all families receiving TANF assistance (1-parent and 2-parent families combined) must meet the following conditions:

- One work-eligible individual must participate in federally-allowable activities an average of 30 hours per week;
  - For a single parent with a child under six years of age, the requirement is 20 hours of core activities per week (Reference: CPG 10-003.B for a list of core activities).
  - A single head of household under 20 years old, without a high school diploma or equivalent, counts as engaged in work in a month if he or she maintains satisfactory attendance at a secondary school or the equivalent or participates in education directly related to employment for an average of at least 20 hours per week.
- At least 20 of the 30 hours must be in core activities.

MPP 42-714.1, MPP 42-714.2

## **Federal WPR Requirements for Two-Parent Families**

90% of two-parent families must meet the following conditions:

- The work eligible individuals must participate in federally-allowable work activities for a combined average of 35 hours per week;
- At least 30 of the 35 hours must be in core activities (Reference: CPG 10-003.B for a list of core activities).

MPP 42-714.1, MPP 42-714.2

## **Policy:**

Counties must report work participation data to the California Department of Social Services (CDSS) Federal Data Reporting and Analysis Bureau (FDRAB) on a monthly basis in accordance with County TANF Data Reporting Instructions (Processing Guide 10.002.A.1).

Since the WPR includes a sampled population of individuals who are considered Work Eligible, but not required to participate in the Welfare-To-Work (WTW) Program, both eligibility and employment services staff are required to report the WPR data.

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### **Procedure:**

1. WPR Sample Distribution-Each month CDSS selects cases from the Medi-Cal Eligibility Data System (MEDS) file to create a WPR sample. The samples are drawn in two phases, primary and supplemental:

- The primary sample is pulled near the end of the month prior to the sample month.
- The secondary sample is pulled near the end of the month following the sample month.

**Example:** The WPR Case List for April 2014 and Supplemental Case List for February 2014 are distributed by March 31, 2014 (Processing Guide 10.002.A.1).

2. A WPR Survey must be completed for each of the cases selected by CDSS FDRAB using the web-based Enterprise II Lite (E2Lite) system (Processing Guide 10.002.A.1). In order for hours of participation to count toward the WPR, the county must document and verify the participation hours. Documentation and verification must be maintained in the individual's case record.
3. WPR Submission-Counties must submit the completed E2Lite survey to CDSS by the due date outlined in the TANF Data Reporting Instructions (Processing Guide 10.002.A.1).

### **Other Program Impacts:**

Automation: N/A

Forms and Document Capture: N/A

Programs Affected: Eligibility and Employment Services staff will be required to adhere to the monitoring and data collection efforts for all sampled cases.

Quality Control: N/A

Management Reporting: N/A

### **References:**

ACL 16-06: <http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2016/16-06.pdf>

MPP 42-714: <http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/7EAS.pdf>

CalWORKs Program Guide (CPG): <http://hhsa-pg.sdcounty.ca.gov/calworks/default.asp?Guide=CW>

Processing Guides: <https://cwc.sdcounty.ca.gov/sites/Eligibility/SitePages/Home.aspx>

### **Sunset Date:**

This policy will be reviewed for continuance by 07/31/2019.

### **Release Date:**

07/22/2016